

Public Safety & Judiciary Committee

Wednesday, January 12, 2010

9:00 a.m. – Conference Room A260

MINUTES

1. Call the Meeting to Order. Meeting called to order at 9:00 am.
2. Was the meeting properly announced? Yes.
3. Roll Call. All present. Bill Miller filling in for Joanne Sumpter. Also present are Sheriff Sam Wollin, Captain Beckman, Sandra Green, Jack Albert, Jane Gervais, Deb Barnes, Terry Reynolds Warner, Becky Kirsenlohr; Mark Thibodeau, Angela Hinze and the Deputy Medical Examiner.
4. Approve the Agenda. Agenda approved. Ward/James, MC/UN
5. Approve minutes of prior meeting. Minutes approved. Keckeisen/James, MC/UN
6. Public participation (*If requested by the Committee Chair*). None.
7. Correspondence. None.

8. Family Court Commissioner – Dennis McFarlin. – Not Present.

9. Child Support – Deb Barnes – Attending.
Review Performance Measures for December, 2010. Performance increased in every area which is good news. Deb Barnes gave a review of what the Child Support Department's responsibilities are.
Review Check Summary. Reviewed.
Funding Update.
Discuss Office Activities. Discussed.

Motion at 9: 28 am to deviate from agenda and move to closed session #17. Ward/James. MC/UN
Motion at 10:30 am to go into open session and take a five minute break. James/Keckeisen. MC/UN.
At 10:45 am the meeting went into open session.

10. Clerk of Circuit Court – Dee Helmrick – Attending.
Summary Report of Expense Vouchers submitted for payment. Certain areas are deficient. There are more 2010 invoices that need to come out of this budget. A couple of questions were asked about vouchers and answered by Ms. Helmrick.
Approve conference/training, if any (none to note).
Discuss General Operations of Department. The Job Description for Collections Clerk is complete. They are doing testing this week. They had eleven applicants and will be doing interviews soon. There was room for improvement in the advertising for this position. They are hoping to find a fit for this position out of the five remaining applicants. Motion for Keckeisen or Ward to sit in during the interviews.
James/Miller, MC/UN. An employee broke her ankle on Sunday and had surgery. She will be out of the office for 2-3 weeks but will try to work a couple of hours here and there.
Community Service Coordinator's Monthly report. Update given. Everything is going well.

11. Register in Probate – Terry Reynolds Warner.
Review of Vouchers and Monthly Expense Reports. Budget issues were discussed.
Update on Teen Court. They have been having monthly meetings. Supervisor Keckeisen and Ward were interesting in meeting and observe the Teen Court in Mauston. This session is 1/24/2011 at 6:00 pm at the Mauston Public Works building on North Road. Ms. Warner would like to know who is interested so she can let them know who will be attending. Ms. Warner will get them the complete address.

The Committee wished to thank Ms. Warner again for taking the initiative in getting this program up and going.

Office Operations. Discussed.

12. District Attorney – Janis Cada – Not attending

Review of Vouchers and Monthly Expense Reports.

13. Emergency Management – Jane Gervais .

Vouchers/Purchase orders, review of December. Discussed.

Discuss and/or act on HAZMAT contract amendment changing membership from seven to five. They did acquire five Hazmat Technicians. They will be trying to get these individuals in for physicals. Juneau County Emergency Management Director and their Hazmat Chief agreed to change the contract from seven to five member requirement. Juneau County Corporation Counsel prepared a contract amendment with these changes. This was reviewed and approved by our Corp Counsel and copies are in the packet for review. Juneau County purchased a Hazmat trailer for \$20,451. This was through the Hazmat Computer and Equipment Grant, which the initial application was for \$10,000.00, but both counties were awarded \$9,578.60 each. She asked for Committee approval to pay the difference of the additional cost of the trailer as there as monies in the Hazmat line item to cover this. Motion to allow her to complete her share and pay a sum of \$646.90. James/Ward. MC/UN. She will be working on the 2011 EPCRA Computer & Hazmat Response Equipment grant.

Discussion was held regarding the bill from Solid Waste for repair/maintenance of Emergency Management's generator. The bill is for the amount of \$398.16. This generator is on a trailer out at Solid Waste and apparently some mice got into the generator. They pulled it into the shop, repaired it and sent a bill for this service. Solid Waste Director offered to take possession of and use the generator in lieu of EM paying the bill. This was discussed and it was decided that the generator should stay under Emergency Management as it currently is. Jane informed the committee that there will also be an additional cost as Solid Waste was unable to fix the wiring so they called an electrician to come out. Jane advised the committee that she discussed and viewed the generator with maintenance and it appears it has all the necessary connections for the Emergency Operations Center. Discussion was held about storing the generator at the Friendship Village Hall, but then decided it would be better to store it at Solid Waste if they needed to use it. Supervisor Miller suggested allowing Solid Waste Department to utilize the vehicle. Supervisor Keckeisen will talk with Solid Waste Director regarding this. Motion for approval to pay the bill for \$398.16 from Solid Waste and authorize Solid Waste to do the annual maintenance. Ward/Keckeisen. MC/UN. Motion to allow Solid Waste to use the trailer if it is stored properly (preferably inside) and pay an appropriate charge based on an hour meter in exchange for service and maintenance on the generator. Miller/Keckeisen. MC/UN. Further discussion was held that Solid Waste could use the generator in trade for annual maintenance work. Motion to allow Jane to exceed the repair/maintenance vehicle (100 19 52504 340) budget line. Sebastiani/Ward. MC/UN Update on excess bond monies for communication equipment. Planning and Zoning radios are all installed. There is an issue with the installation directly wired to the batteries. C&E Communications will fix this problem. There was a meeting regarding the Sheriff's Department phone system. The outcome of the meeting was that Dawn would contact Five Star and Dave Carlson would contact Frontier. They need to make sure the systems are compatible and need updated quotes. Dawn has the updated quotes back and Dave Carlson is still working on Frontier. She would like to see this wrapped up in February 2011, since there is a March 12, 2011, deadline. Only one Tower will be purchased and placed at Petenwell Park. There will be a small device purchased through MIS for the Castle Rock park and placed on a utility pole. The pole is ours so there is no cost. Hopefully this small device will work for the Internet.

EMPG/EPCRA 2nd half grant award payments. These were received—a copy is in the Committee's packet. The Round 6 Radio Replacement Grant – the Sheriff's Department and Rome Fire Department are eligible for this grant. There may be a need to update the radios in the Jail. All other radios have been updated. Jane will work with Sheriff Wollin and Captain Beckman on the radio replacement and will apply for the grant if radios are needed. The Sheriff's Department will need to come up with 15% of the cost and they will provide 85% of the cost.

Discuss and/or act on training/conferences, if any. The Governor's Conference is March 3 & 4 and pre-conference trainings are on March 2, 2011. Jane will be attending and this is budgeted for.

Office Activities. Would like to be excused from the February PS&J meeting to attend training. Motion to be excused to attend. Ward/James. MC/UN

14. Sheriff's Department – Sheriff Wollin and Chief July

Sheriff Wollin – Attending.

Sheriff Wollin extended a welcome to the entire committee and invited them to come down anytime. Sheriff Wollin has been working with the rest of the Administrative staff in preparing for his role as Sheriff. He has met with most of Command to determine roles in the Department. There is an inventory taking place of the contents of the armory. There have been changes to the security in the Department and Captain Beckman will be speaking about.

Animal Shelter/Animal Control Officer Report (reports in packet).

Department Operations. Sheriff Wollin inquired about the Food Service Contract and where we stood on this subject. Supervisor Ward explained the steps this has gone through thus far and is confused as well where this stands. Place Food Service Contract on the February agenda for discussion/possible action and inform Jack Albert to be present.

Approve Conference/Training if any. The Sheriff will be gone for training the 24th – 28th. He will also be attending training for the National Sheriff's Institute and this will be a week in either April or September depending on availability. Out of State training will need to be brought to the County Board for approval as a Resolution. Motion to place into a Resolution and send to County Board for approval. Ward/Keckeisen. MC/UN.

Chief July – Not present.

Action Item from December meeting: Discuss/Act on removal of extra patrol officer position and creating an additional Investigator position. Sheriff Wollin stated he is not interested in this suggestion under his term and does not feel a need to change the department staffing. This would have an impact on the budget if we did this to keep the floater in Patrol the way it is. This position fills vacant shifts as needed and will reduce overtime significantly. Sheriff Wollin will inform the committee when the interviews will take place.

Approval of vouchers and monthly expense report.

15. Medical Examiner – Angela Hinze – Present.

Medical Examiner office department operations in general. Passed out documents relating to Hospice care which is written form in the DA and Corp Counsel's office. The interview process went well and is all wrapped up. The decision for Chief Deputy is Marilyn Rogers and the Deputy Medical Examiners are Terry Scheel and Becky Koehn. The Medical Examiner's office has created letterhead and logo for the Department and made office and computer changes as well. The vehicle that was purchased is out in the parking lot and Ms. Hinze stated if anyone wanted to see it they were welcome. There was discussion on how the vehicle should be utilized i.e. keeping the vehicle here or the person on call taking it home with them. It is suggested by Supervisor James that for the first few months the vehicle stay in

the County parking lot and have the person come to the Courthouse to get the vehicle when needed for calls. This is agreed on by the whole Committee until we get a good feel on how the process will work. The committee is in agreement to leave the vehicle in the county parking lot. Ms. Hinze will work on getting a gas card for this vehicle. There are no stickers on the outside of the vehicle because she would like to keep the use of the vehicle discreet. All the Photo ID's are taken care of for each Deputy so they can identify themselves.

Motion by Ward/Miller/James/Sebastiani/Keckeisen to go into closed session at 12:20 pm.

Motion by Ward/James to go back into open session at 1:00 am.

16. Committee will convene in closed session per Wis. Stats 19.85(1)(c) considering employment, promotion, compensation or performance evaluation date of any public employee over which the governmental body has jurisdiction or exercises responsibility. Discuss and/or act on completion of investigation regarding Captain's Administrative Leave.
17. The Committee will continue in closed session per Wis. Stats. §19.85(1)(g), for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
18. The Committee will reconvene in open session per Wis. Stats. 19.85(2), to consider and vote on appropriate matters.
19. Approval of all vouchers and monthly expense reports. Motion to approve vouchers as presented. Ward/James. MC/UN.
20. Set next meeting date. February 9, 2011 at 9:00 am in Conference Room A260.
21. Action items for next meeting.
22. Motion to adjourn by Ward/James. MC/UN. At 1:02 pm.

Submitted by Sandra M. Green, Fiscal and Support Services Manager, Sheriff's Department.
These minutes are not yet approved by Public Safety & Judiciary Committee.

Cc: Sebastiani / James / Keckeisen / Miller / Ward / Wollin / July / Beckman / McFarlin / Cada / Gervais / Helmrick / Warner / Barnes / County Clerk Dept / McGhee / Green / Hinze / Rogers